

# BOARD OF APPEAL FILING INSTRUCTIONS

## ALL APPEAL FORMS MUST BE TYPED AND FILED IN PERSON

Dear Appellant:

A guideline to assist you in filling out the Request for the Appeal form.

The purpose of this form is to request from the Board of Appeal relief from a refusal of the Inspectional Services Department, in accordance with the Boston Zoning Code. When filling out this form, you should refer to language contained in the original permit application form and the Zoning refusal letter. You cannot request an appeal for something which has not been reviewed by the Zoning Division.

Your appeal must indicate the full and correct name of the property owner. If you are a tenant or other agent, you must so indicate and include a brief letter of authorization signed by the owner.

The appeal should consist of three basic sections. The first section should state specifically and in easy-to-understand language the purpose of this appeal. (You may refer to purpose on refusal letter). For example: This appeal seeks permission to erect a one-family dwelling. The second section should state your reasons for appeal, keeping in mind the Code does not allow the Board to grant relief for financial reasons. For example: this will provide additional living space for a growing family and their expanding needs. The third section should state why you believe the board should grant you relief. For example: We believe that granting this appeal will greatly improve the area where we are long-term residents. These three areas comprise the basis of your appeal.

**The appeal must be typed.** We must have one original and three copies, along with authorization letter, if necessary. Please attach a copy of the zoning refusal letter to each form. Finally, please be sure to sign the form and include your phone number, fax number and address.

The completed appeals form and fees must be brought in and filed at the City of Boston Inspectional Services Department, 1010 Massachusetts Avenue, 5<sup>th</sup> Floor, Counter #1.

Board of appeal hearings are held on Tuesday mornings at 9:30 am in room 801 Boston City Hall. You may represent yourself or you may choose to have an attorney or authorized agent act on your behalf.

Fee Structure:

- 1) 3 units or less is \$100.00 only
- 2) Commercial space is \$150.00 per violation (e.g. items checked on Zoning refusal form)
- 3) Residential of more than three units is \$150.00 per violation

Forms of payment: Cash, Money Order, Certified Check, Master Card and Visa.